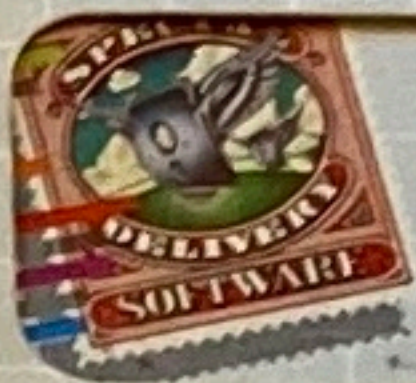


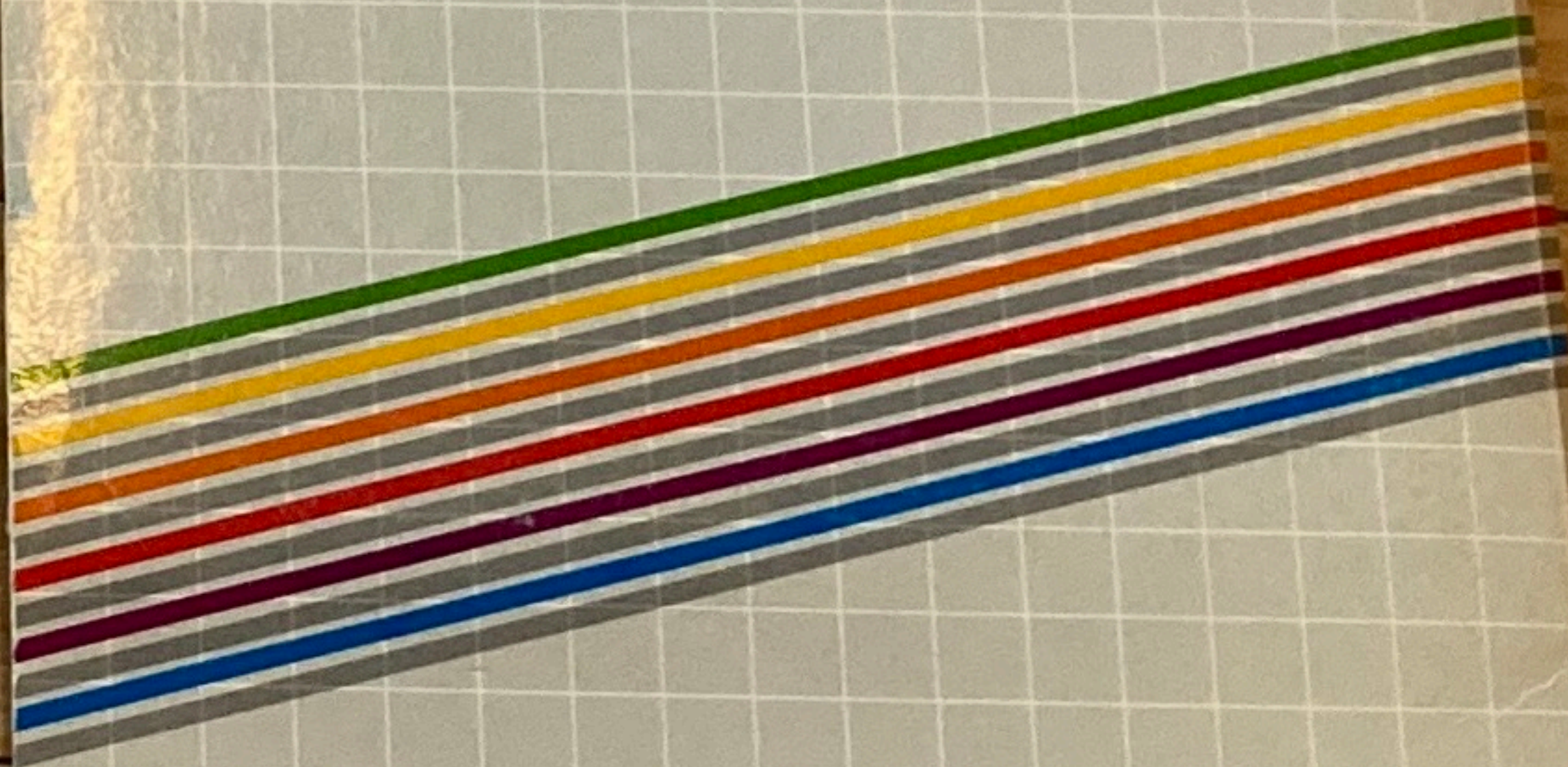


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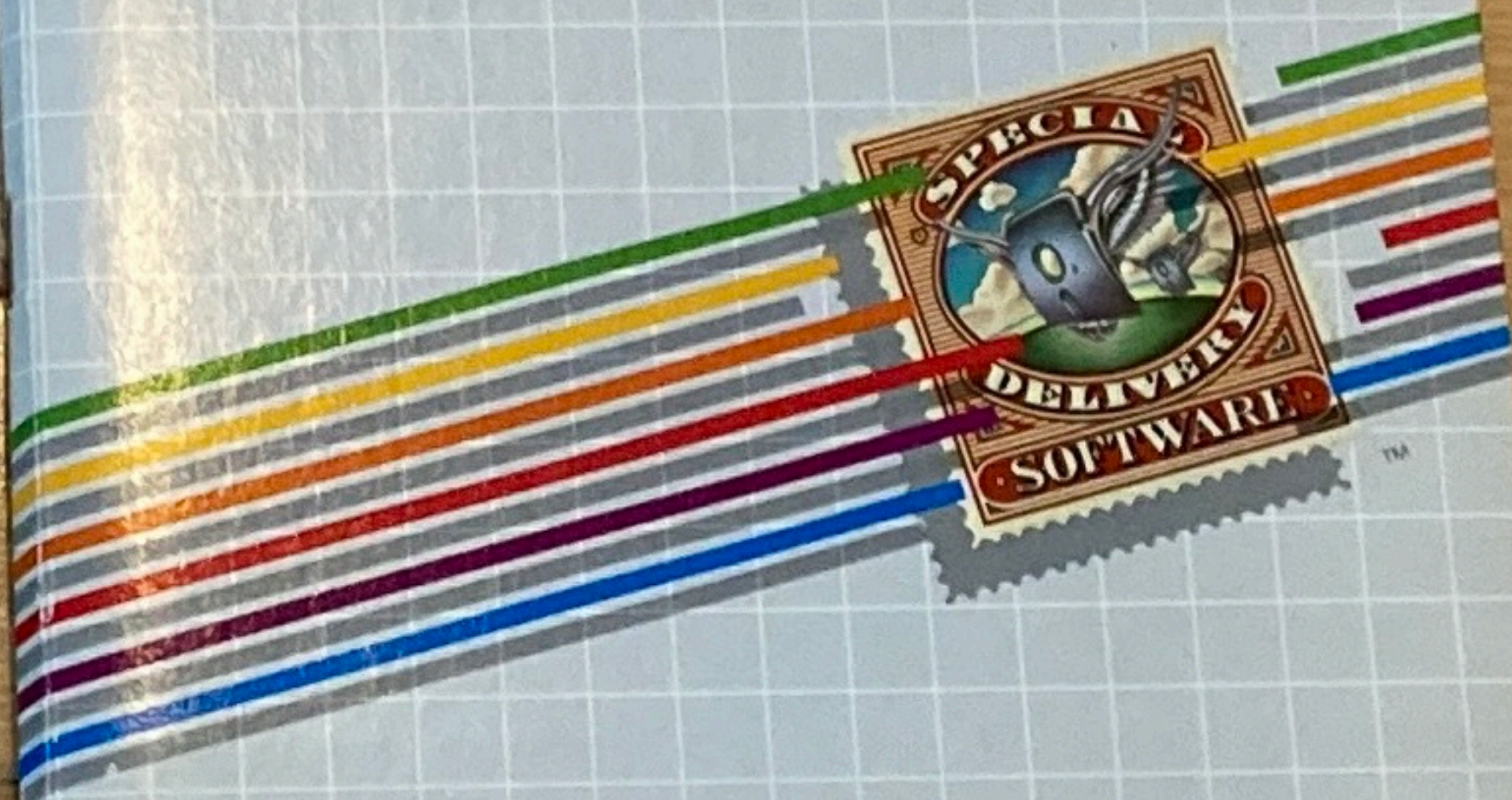
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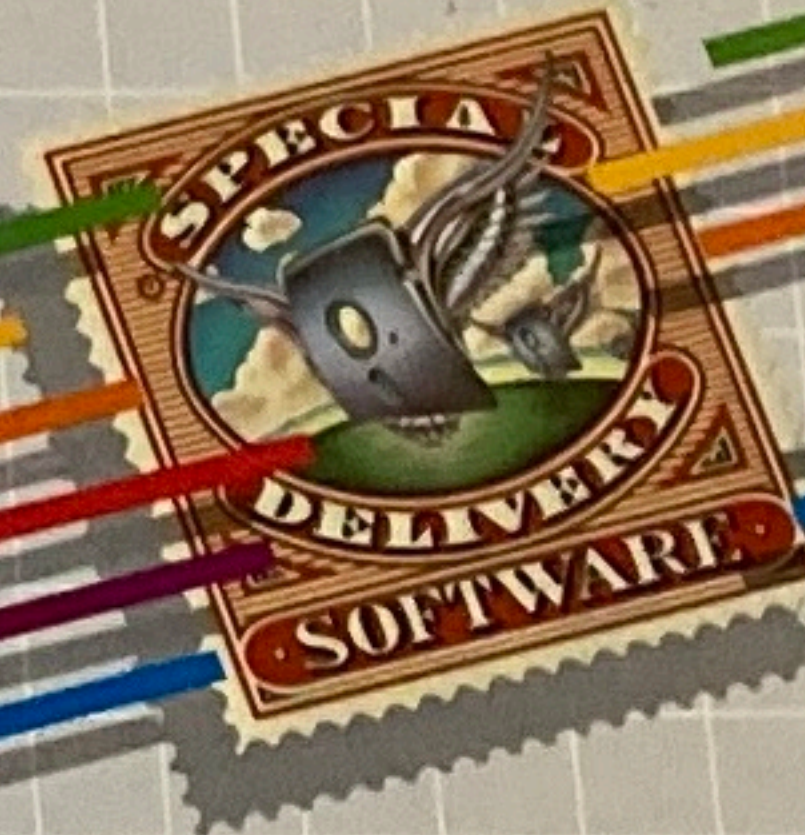
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AGENDA FILES

A file management program for
the Apple II Plus with 48K and
one disk drive (DOS 3.3)
(Printer optional)

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and Apple Computer, Inc.



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flashing R (or sometimes, not always, in the case of the review of past items, a flashing A). Pressing RETURN here will return you to the List of Options (or send the computer to check for any advance notices).

It may happen that you wish to go directly to the last (i.e. final) item in a file (since items entered without the '>n:' prefix and without a date are placed at the end of the file). This can be done as follows: Upon display of the first item in the file, enter L (which gives you a beginning-of-file message) and then L again. This will take you to the last item in the file. Similarly, when you come to the end of the file, entering N twice will bring you again to the first item in the file.

If the Future file contains both dated and undated items, then on display of the first item in the Future file (a dated item) you can go directly to the first undated item in the file by entering U.

When an item is displayed on the screen, you can do three things with it: delete it, print it or transfer it to another file. In the first two cases enter D or P. To transfer the item to file n, enter Tn. Here, just as when entering commands at the List of Options, you can enter T alone, in which case the program will ask you which file you wish to transfer the item to. If you transfer an item to the Future file (by entering T4) then you will be asked for the date, etc., just as if you were entering a new item into the Future file.

When transferring an item to another file you cannot (as you can when entering items) specify the desired position of the item in the new file. If you wish to change the position of an item in a file then the Re-order option can be used.

If you wish to retain the item in its present file but to change the advance notice request or (in the case of the Future file) to change the date (or add a date to a hitherto undated item), then (when that item is displayed) enter T with the number of the present file, in effect removing the item from the file and re-entering it. The program will then ask you about the date (if the Future file) and the advance notice, and you can make any desired changes.

Most of this information is displayed on the top half of the screen when you are consulting a file. Although it is advisable to study this documentation before using AGENDA FILES, so as to be informed of what it can do, the program is designed to be used without the need for continual reference to the documentation.

10. PRINTING A FILE

To print a file, enter Pn at the List of Options, where n is the number of the file. When printing a file the program prints out the contents of that file with the appropriate heading (which includes today's date).

If you wish to print the contents of the first three files then enter P*. This will provide you with an overview of the things to be done during the next three days.

On entering P4 (to print the Future file) you will find that there are four print options available. You may print:

- (i) the whole contents of the future file,
- (ii) only the dated items,
- (iii) only items up to (and including) a certain date, or
- (iv) only items between two dates (inclusive).

If you chose option (iii) or option (iv) then the date may be entered fully ('12/31/81') or in abbreviated form ('12/31'), as explained above. The program will check your date entries so as to exclude any which are inappropriate.

Any print routine in this program may be terminated during execution by pressing T. If T is pressed during a print routine then the printing will be terminated a few seconds later, when the printer has finished printing the current item.

11. RE-ORDERING A FILE

It is often desirable to re-order the items in a file (e.g., so that the things to be done first appear first in the print-out of the file). The procedure for re-ordering a file is as follows (here it is assumed that a printer is connected, though re-ordering can be done without one):

To re-order the items in, for example, the Today file, first enter P1 at the List of Options. Beside each item in the print-out of the file write the desired position of that item in the file. For example:

- | | | |
|----|------------------------------|---|
| 1. | BEGIN SERVICE FOR CLIENT 210 | 2 |
| 2. | PAY PHONE BILL | 4 |
| 3. | RESUME WORK ON DOCUMENTATION | 1 |
| 4. | DINNER WITH LIZ | 5 |
| 5. | LUNCH WITH JONES | 3 |

Now (you are back at the List of Options) enter 01 (alphabetical '0'). The program will then display each item in the file and ask you for its desired position. In this example

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